

**Job Title:** TSW – Workplace Readiness Assistant

**FLSA Exemption Status:** Non-Exempt

**Term:** 182 days

**Minimum Qualifications:**

1. Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.
2. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), and demonstrable proficiency in reading and writing skills.
3. One year or more of experience working with students with disabilities;
4. Meet all applicable requirements of Every Student Succeeds Act (ESSA);
5. Have strong written, verbal, presentation and interpersonal skills; and
6. Meet health and physical requirements.

**Job Objectives/Goals:**

To assist and instruct high school students in the five pre-ETS services to prepare for paid or non-paid work and/post-secondary learning.

**Responsibilities and Essential Functions:**

1. Work with the Local Education Agency (LEA) Transition School to Work (TSW) grant team members to decide on the skills that will be taught at the high school level, including developing resumes, developing a reference contact list, filling out applications, mock interviews, etc.
2. Work with high school students to improve their skills in seeking, preparing for, and maintaining competitive, integrated employment in both group and individual settings to increase and enhance skill development.
3. Assist each student in determining what workplace and life skills that are needed for becoming and staying employed.
4. Implement chosen curricula selected by the LEA TSW team.
5. Assist each student in both individual and group activities in completing career interest inventories and in-depth Career Exploration activities to determine employment opportunities.
6. Identify strengths and deficiencies that each student is experiencing in the areas of professional work behavior, communication, teamwork, problem solving and critical thinking and develop ways to help the student enhance their strengths and correct the deficiencies.
7. Conduct independent living, hygiene, and grooming training in both group and individual settings.
8. Prepare students for Work Based Learning and communicate any reported/observed needs to the teacher, Transition Case Manager, Transition Coach and/or the VR Transition Specialist.
9. Understand and employ workplace safety procedures and ensure that students follow safety procedures at the worksite.
10. Teach recipients how to perform specific tasks and understand workplace policies while modeling appropriate workplace behavior.
11. Assist recipients in establishing an appropriate working relationship with co-workers and supervisors at the Work Based Learning Site.
12. Monitor attendance and behavior of students to ensure progress toward measurable job readiness goals. Provide feedback to the student and Transition Case Manager.

13. Demonstrate creativity in developing methods of teaching job tasks and modifying processes to accommodate the student's barriers to employment.
14. Document recipient services monthly. Assist with completing Pre-ETS Individual Service Reports to report Pre-ETS services provided monthly.
15. Assist with the development and implementation of summer workshops (if applicable). Notify the VR Transition Specialist of recipients attending any scheduled summer workshops.
16. Understand and keep up to date with new technology, community resources, and assistive devices for people with disabilities.
17. Maintain a high level of confidentiality, a professional demeanor, and represent both Vocational Rehabilitation and the Local Education Agency in a positive manner at all times.
18. Attend work on a regular and predictable basis.
19. Perform other work-related duties as assigned.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Manual Dexterity:** The ability to move the hands easily and manipulate small objects with the fingers.
5. **Form Perception:** To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures.
6. **Color Discrimination:** The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

**Physical Demands:**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping and/or kneeling
4. Reaching
5. Talking
6. Hearing
7. Seeing

**Reports To:** TSW-Work Place Readiness Supervisor, Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.